

Job Opening

The Upshur County Tax Assessor-Collector's office is now accepting applications for *****One full-time***** deputy position.

Qualifications should include:

Proficient use of Ten-Key Calculator (required), Typing (at least 35 wpm), Bookkeeping Skills, (i.e. receiving, posting and balancing daily payments).

Experience in a clerical position and good computer skills with experience in a networking type program is desired.

Experience in maintaining, making change & balancing a cash box is required.

Communicate well with the public and work well in a fast-paced environment, and accept other duties, including some travel, as required or assigned.

Applicants should have at least a high school diploma or equivalent, and must be detail oriented. Good math skills are required.

Please apply at the Upshur County Tax Office
215 N. Titus
Gilmer, Tx 75644
(903) 843-3085

Between the hours of 8:00 am and 4:30 pm
Monday through Friday

Pre-interview clerical testing.

The Upshur County Tax Assessor-Collector accepts applications on an on-going basis. Applications for this position will be accepted until...

*****POSITION IS FILLED*****

Upshur County Tax office is an equal opportunity/affirmative action employer. The office of the Tax-Assessor Collector does not discriminate based on age, race, sex, gender or religion.